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- Break out into 4 groups
- Each group focuses on different areas
- Each group will list suggestions on flip charts
- Groups reconvene in common session tomorrow afternoon
- Each group's suggestions will be discussed in the common session
- Following presentation and discussion by all, everyone multi-votes on suggestions
- IMG's initial response on Friday morning
- Your handout includes:
  - Discussion areas for each group
  - Last year's break out results as reference; however we want a new list for this year

#### TODAY

- Groups meet until 3:45 today
  - Each group has facilitator, scribe, and presenter
  - Focus on one area but others OK, too
  - Each group is asked to prepare 2 outputs:
    - 1. A presentation for common session
    - 2. A list of suggestions on flip charts
      - for general session discussion and multi-voting tomorrow
      - · Please prioritize (High, Medium, Low)
      - Include a contact name with each suggestion for more info
  - Presentations start tomorrow afternoon
    - Conference PCs have Powerpoint software available for your use

#### **TOMORROW**

- Group reports and discussion from 1:30 to 3:45
  - Discussion by all with IMG folks included
  - Develop consolidated list, remove duplicates
- Following this group discussion, multi-voting by all from 3:45 to 4:30
  - Everyone gets multiple votes (dots)
  - None, one or many votes per idea
- IMG will tally results
  - Will help us prioritize importance to user community
- IMG's initial response on Friday morning

Group	<b>Group I</b> (ROs 1,2,3)	Group 2 (RO 4)	<b>Group 3</b> (ROs 5,6,7)	Group 4 (ROs 8,9,10)
Location	Salon D	Salon E	Salon G	Salon F
Facilitator		Billy Pugh	Karen Rush	Ben Davis
Scribe	Pamela Hargett		Donalea Dinsmore	Dan Harman
Presenter	Wendy McDougall	Darren Palmer	Jo Flores Worley	Jean Timmerman

# Topic Areas

<u>Group 1</u>	<u>Group 2</u>	<u>Group 3</u>	<u>Group 4</u>
Input	Output	Support	Data
Issues	Issues	Issues	Issues
<ul><li>Creating New Sites</li></ul>	New Reports	<ul><li>Documentation</li></ul>	Algorithms, formulas
<ul><li>Creating New</li></ul>	-Quarterly Summary	<ul><li>Help Desks</li></ul>	& rounding
Monitors	-Toxic Data	<ul><li>Training</li></ul>	<ul><li>Null Codes</li></ul>
<ul><li>Transactions &amp;</li></ul>	-P / A Monitor	<ul><li>On-line Help</li></ul>	<ul><li>Toxics Data Issues</li></ul>
Posting Process	-Certification reqts	• CDX vs AQS	<ul><li>Speciated parameters</li></ul>
<ul><li>On-line Input</li></ul>	-MET data work file	help desks	vs. Aggregated
<ul><li>XML Format</li></ul>	<ul> <li>Current Reports</li> </ul>	<ul> <li>AQS TTN Webpage</li> </ul>	<ul> <li>Multiple pollutant</li> </ul>
<ul><li>AIRNow vs AQS</li></ul>	-AMP350 reports: add	<ul><li>Any other topics</li></ul>	outputs
<ul><li>Laboratory data</li></ul>	a date column on		<ul><li>Data Access</li></ul>
handling	right side of report		P & A Data
<ul> <li>Timeliness barriers</li> </ul>	<ul> <li>Report screens</li> </ul>		<ul><li>Storage of</li></ul>
<ul> <li>Upstream data</li> </ul>	<ul> <li>Discoverer</li> </ul>		summary - only data
issues	<ul><li>Any other topics</li></ul>		<ul><li>Any other topics</li></ul>
Any other topics			
			6